



State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES
P. O. Box 717
TRENTON, NEW JERSEY 08625-0717

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ALLISON BLAKE, PH.D., L.S.W.
Commissioner

January 4, 2013

**STATE-WIDE
JOB OPPORTUNITY # 004-13**

POSITION: Director, Office of Licensing

LOCATION: Department of Children and Families (DCF)
Office of Licensing
225 East State Street
Trenton, NJ 08625

SALARY: Commensurate with education and experience.

The Department seeks a seasoned manager with strong leadership and organizational skills who has knowledge and experience in implementing systems reforms to provide innovation and oversight to the licensing operations for the state's child care programs, adoption agencies, and out of home treatment programs and facilities.

JOB DESCRIPTION: Reporting to the Assistant Commissioner of Performance Management and Accountability, the Director is responsible for the successful execution of the state's licensing programs. The Director must balance a focus on the quality delivery of services to the populations served by the Department as well as ensure the adherence to regulatory standards. The Director serves as a member of the senior leadership team of the Office of Performance Management and Accountability, and in that capacity represents the office and the department at various state and local meetings.

QUALIFICATIONS

EDUCATION: Graduation from an accredited college or university with an advanced degree preferred.

EXPERIENCE: A seasoned manager with progressive growth of management experience preferably leadership roles in systems or programs that serve children and families.

Candidates must demonstrate strong organizational and leadership skills, comfort working in a regulatory environment, and the ability to work across systems and in partnership with a variety of internal and external stakeholders in order to best service the children and families of the state. Excellent written and oral communication skills required.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME SUBMITTAL: Please submit a current resume with a cover letter to:

**Linda M. Dobron, Director Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, New Jersey 08625**

Email: Katrina.Bethke@dcf.state.nj.us

No later than the close of business on January 14, 2013

New Jersey is an Equal Opportunity Employer